



Stockport Council Job Description

Job Title: School Business Manager

School: Cheadle Catholic Infant School

Salary Grade: SO2

Post Reports to: Headteacher

Post Responsible for: Administration and Premises staff, Named support staff within the school, Finance, Premises, Health and Safety issues

Main Purpose of the Job:

- To be responsible for all aspects of school finance and systems.
- To be responsible for the line management of administration and premises staff and named support staff.
- To be responsible for advising the Senior Management Team on non-teaching matters in order to contribute successfully to the running of the school.
- To work with the Headteacher to establish, maintain and develop administrative and financial procedures and systems in the school in co-operation with the Senior Management Team and Governors.

Job activities: Summary of Responsibility and Key Areas:

Major Duties and Responsibilities:

1. Budgets / Resources
2. Personnel
3. Estate Management
4. Whole School Administration

Budgets / Resources:

1. To advise the Headteacher and Governing Body on investment and financial policy; to prepare appraisals for particular projects and develop a long term business plan for the school
2. To prepare annual estimates of income and expenditure; to monitor accounts; to prepare regular management accounts for budget holders and give financial reports to Governing Body
3. To manage school accounts efficiently and according to agreed procedures.
4. To order, process and pay for all goods and services
5. To operate all bank accounts – ensure monthly reconciliation
6. To maintain an asset register
7. To prepare invoices and collect fees
8. To liaise with auditors
9. To prepare financial returns for the DfE and the LA
10. To be responsible for the school's VAT liabilities and advise on charitable status
11. To maximise income generation.
12. To secure bid based funds
13. To liaise with businesses for fund raising
14. To be the point of contact for grant applications, gifts and donations
15. To negotiate, manage and monitor contracts

- 16 To keep the Head of the Governing Body aware of all ongoing changes of financial management systems in school
- 17 To plan long term financial budgets considering value for money, school improvement plan priorities and trends affecting future school budgets.
18. To pro-actively engage with and develop partnership initiatives with other schools, services, educational institutions and local businesses to further school community services
- 19 To manage, monitor and review consistent data and benchmarks to ensure school performance targets are met
- 20 To strategically lead on the extended school business processes
- 21 To develop and review a framework for marketing school services to a range of audiences.

Personnel:

1. To be responsible for recruitment processes including safeguarding and liaison with HR
2. To maintain confidential staff records
3. To be responsible for the management and supervision of the school's administration and premises staff
4. To ensure the development of school support staff through training

Estate Management:

1. To be responsible for the maintenance of the school site and buildings and for the efficient operation of facilities on the property
2. To liaise with the fire service re safety requirements
3. To keep records of and initiate termly fire drills and regular alarm tests
4. To manage the security of the school site
5. To manage the development and upkeep of the school grounds
6. To purchase and ensure furniture and fittings are repaired and maintained
7. To be responsible for and advise the Headteacher on Health and Safety issues specific to the school
8. To conduct risk assessments of the premises
9. To act as school Health and Safety co-ordinator
10. To be responsible for the letting of the school premises
11. To advise the Headteacher and Governing Body on insurance issues
12. To train staff on health and safety issues and provide updates of any changes
13. To establish appropriate work patterns, targets and schedules for the Site Manager
14. To assist in the recruitment and selection procedure for site management / cleaning staff
15. To undertake their appraisal
16. To organise appropriate cover for the use of school premises outside normal hours, including emergency callouts. To manage overtime duties related to the use of the premises outside normal working hours
17. To be the school link with contracting staff; to be responsible for the oversight of any premises related project; to monitor progress and completion of all projects: to draw up outline specifications obtaining quotes and liaising with surveyors, architects etc.

Whole School Administration:

1. To make significant contributions to the strategic planning and management of the school as a co-opted member of the Senior Management Team and to attend Leadership meetings
2. To be responsible for the computerised Management Information System and full computerisation of the administrative accounting and record system
3. To produce all school records and publications
4. To maintain pupil records including assessment information
5. To be responsible for obtaining any necessary licences and permissions
6. To be responsible for devising marketing and promotion strategies for the school
7. To provide advice and guidance to the Senior Leadership Team and Governing Body on National and Local guidelines, policy and statute etc.
8. To be responsible for overseeing the organisation of school trips, visits by the school nurse, photographer, parents etc. including risk assessments.
9. To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
10. To contribute to the school ethos, aims and development/improvement plan
11. To work as part of a team through effective leadership and management, appreciating and supporting the role of other people in the team

12. To attend and participate in meetings as required
13. To undertake personal development through training and other learning activities as required.

Additional Duties:

Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have an understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and the promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.



Stockport Council Competency Person Specification

Post Title: School Business Manager (SO2)

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Knowledge:						
Delivering services and systems applicable to effective school management						Essential
Promoting positive relationships within a work context which affect the wider community						Essential
Producing financial reports for senior managers						Essential
Maintaining financial records and statistical returns						Essential
Project Management						Essential
The educational environment and an understanding of school governance arrangements						Essential
To have knowledge of SIMS or similar packages						Desirable
To have knowledge of Health and Safety procedures as they relate to an educational establishment						Essential
Experience						
Proven experience of finance, human resources or a similar field						Essential
Experience of managing multiple priorities						Essential
Experience in either a school, educational environment, local authority or similar setting						Essential
Experience of project management						Essential
Experience of managing own workload						Essential
Experience of managing and monitoring contracts						Essential
Experience of management of individuals or teams						Essential
Experience of delivering value for money initiatives						Desirable
Skills						
Strong organisational, financial, interpersonal and communication skills						Essential

Ability to interpret information and to devise policy/practices.						Essential
Ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.						Essential
Ability to relate well to children and adults.						Essential
High level of competence using the internet, word processing, databases						Essential
Ability to performance manage others						Essential
Asset management skills						Essential
Budget Management skills						Essential
Ability to use own initiative and to work independently to identify issues, problem solve and implement solutions						Essential
Education and Qualifications						
Have, or be willing to work towards Level 4 Diploma in School Business Management (formerly CSBM qualification) or equivalent						Essential
Excellent literacy/numeracy skills						Essential
Evidence of continuing and relevant professional development.						Essential
Level 5 Diploma in School Business Management (formerly DSBM) or recognised management/business degree or equivalent related professional qualification.						Desirable
Work related Commitments						
Willingness to attend occasional meetings outside of normal office hours						Essential
Commitment to act with integrity, honesty, loyalty and fairness, always within the limits of professional competence to safeguard the assets, financial probity and reputation of the school						Essential
Understanding and active support of Stockport Council's diversity and equality policy.						Essential
Willingness and ability to meet Stockport Council's standard of attendance.						Essential
Willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 – Exceptional